

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

COLLEGE INVESTMENT PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a single professional supervisory position located at the Office of the State Treasurer which is responsible for managing the Wisconsin College Tuition Savings Program. This classification specification is not intended to identify every duty which may be assigned to the position but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses a professional supervisory position located at the Office of the State Treasurer which manages the Wisconsin College Tuition Savings Program. The position allocated to this classification must meet the definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
3. Positions which do not manage the Wisconsin College Tuition Savings Program for the Office of the State Treasurer for a majority of the time.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

COLLEGE INVESTMENT PROGRAM SUPERVISOR

This is professional supervisory work related to the management of the Wisconsin College Tuition Savings Program, or "EdVest Wisconsin." The position allocated to this classification is responsible for managing the development and operations of EdVest Wisconsin, including the structuring and sale of investment instruments and the placement of proceeds in qualified investment vehicles; working with program participants in the execution of investment agreements; supervising program staff and outside contractors and advisors which provide program-related services; and providing information to the Legislature, legislative service bureaus, other state agencies, and the general public regarding EdVest Wisconsin. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities to be performed and by an identification of the education, training, work, or other life experience(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to identify a professional supervisory position located at the Office of the State Treasurer which manages the Wisconsin College Tuition Savings Program. This classification reflects the transfer of the program from the Department of Administration to the State Treasurer's Office and replaces the Capital Finance Program Supervisor classification which was created effective April 13, 1997, and abolished effective March 12, 2000 (see bulletins CC/SC-65 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

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